

# The Federal Executive Board



## Category Explanation and Nomination Instructions

*America is blessed with dedicated public employees, who keep our country strong and ensure that our government functions effectively . . . by assisting those in need, public employees helped countless Americans through this difficult time. . . . By working together, we can improve the lives of all Americans. I commend all public employees for their important service to this Nation and for their invaluable contributions to our future.*

**GEORGE W. BUSH**, President of the United States  
May 2002

## Submission Checklist — All Categories

- ☐ Completed Employee Nomination Form  
Cover Page
- ☐ Required Signatures
- ☐ Completed Nomination — 3 Pages Max  
Using Form Provided w/Black Border
- ☐ Original + 5 Copies + Cover Letter

# Quotable Quotes

---

*It is a distinct pleasure to extend special greetings to the over 20 million members of the Public Service preparing to celebrate Public Service Recognition Week . . . Your contributions to government at the local, state and national levels improve the quality of American life and safeguard the principles of freedom and democracy held so dear by the people of this Nation . . . and help all of us keep the American dream alive.*

—Colin L. Powell

*At various times in our nation's history, the call of public service has captured the vision of an entire generation of Americans, igniting a spirit of enthusiasm for serving our nation. As public employees, we will face many tests in the upcoming years. I know you share with me the feeling of excitement towards making a difference in the quality of American life. Your commitment and experience, and professionalism have made this country strong and are a national resource. A new decade and century are before us. With them come new promises as well as new challenges. To meet those challenges, we will need the best schools, the best technology, the best government and the finest work force this nation can offer.*

—David Pryor

*All Americans owe a debt of gratitude to those individuals who have dedicated their lives to public service and, through that service, have made invaluable contributions to our Nation's growth and prosperity.*

—Senator Paul Sarbanes (D-Md)

*The overwhelming majority of public employees are dedicated and hardworking, helping to make government at all levels work more efficiently for the American taxpayer.*

—Congressman Steny Hoyer (D-Md)

*It has become increasingly important that time be taken to publicly recognize the excellent work of our federal public servants. Many in our community do not appreciate that it is our public servants that make our government the best in the world. I commend them all for a job well done! Keep up the good work!*

—Congressman Benjamin L. Cardin (D-Md)

*All free governments are managed by the combined wisdom and folly of the people.*

—James A. Garfield

*A wise government knows how to enforce with temper, or to conciliate with dignity, but a weak one is odious in the former, and contemptible in the latter.*

—George Greenville

*The government is us; we are the government, you and I.*

—Theodore Roosevelt

*In the long-run every Government is the exact symbol of its People, with their wisdom and unwisdom: we have to say, Like People like Government.*

—Thomas Carlyle

*Any free government certainly needs a vast corps of well-trained, dedicated, intelligent, long service people who can take care of all the intricate jobs of operating the many and manifold activities that governments these days are compelled to carry on.*

—Dwight D. Eisenhower

*Let the public service be a proud and lively career. And let every man and woman who works in any area of our national government, in any branch, at any level, be able to say with pride and with honor in future years: 'I served the United States government in that hour of our nation's need.'*

—John F. Kennedy

*"Our federal workforce keeps our government running and our nation strong. Their work, which often goes unrecognized, affects the day-to-day lives of all Americans. I am proud to represent so many hard-working, dedicated federal workers who live and work in Maryland—Thank you for everything that you do."*

—Senator Barbara A. Mikulski



## **2004 Excellence In Federal Career Awards Program**

### **Honoring Outstanding Federal Employees and Service Members In The State of Maryland**

#### ***A Message to Federal Agencies and Installations***

The Baltimore Federal Executive Board is again honored to sponsor the *2004 Excellence In Federal Career Awards Program*.

This is the only government-wide awards program in Maryland and it provides you a unique opportunity to recognize all employees for their outstanding work and meritorious service to their agency and the Nation. There are sixteen (16) categories of awards as explained in this booklet.

Senator Barbara A. Mikulski (D-Md) recently said that *"Federal employees are on the front lines every day serving and protecting America."* How very true this is especially in these times of challenge for our Country and the war on terrorism. Our Federal employees are serving not just within the U.S. but including the world's trouble spots. The author and speaker, Gary Ryan Blair has said, *"Each of us has an important responsibility. And chances are, it's not listed in your job description. It's a commitment to excellence — one that will never outlive its importance, usefulness, or necessity."*

Thank you for participating in the *Excellence In Federal Career Awards Program*. I look forward to meeting you at the awards luncheon and ceremony on Friday, May 7, 2004.

WILLIAM N. PATTERSON, U.S. Army, Commander, Defense Contract Management  
Agency — Maryland  
Chair, Baltimore Federal Executive Board

## Purpose of The Excellence in Federal Career Awards Program

The Baltimore Federal Executive Board announces the 2004 "Excellence in Federal Career" Program. This program is one of the highlights of Federal Executive Board activity each year. An essential goal of the awards is to obtain the maximum number of nominees from as many agencies as possible. The purpose is to honor outstanding men and women in the Federal Government who have performed exceptional and meritorious work for and to encourage high standards of performance in the Federal Government.

## Eligibility of Nominees

Nominees must be career (permanent) civilian or military employees of the Federal Government assigned to the agencies that are members of the Baltimore Federal Executive Board. Member agencies are listed in the Federal Executive Board Directory. (Exception to this requirement is Heroism/Category VII and Community Service/Category VIII. Nominees for these categories may include retired Federal, civilian and military personnel. (See page 4 for Rookie categories)). Winners of a category from any prior year may not be re-nominated for the same category.

The Awards (Bronze, Silver, Gold) are issued primarily in recognition of exemplary job performance and contributions to the Federal Government or the community. Other factors are given proportionate weight by the Screening and Selection Committees. It is possible a nominee could be considered for more than one category. When this happens, the agency should be guided by the nature of the accomplishments for which the employee is being recommended. The decision on which category is appropriate is the prerogative of the nominating agency. Under no circumstances will changes be allowed to nominations submitted after the deadline date of January 10, 2004. These are the MINIMUM requirements for eligibility.

## Number of Nominees

*Only one (1) employee nomination per award category may be submitted.*

Nominations may be submitted by any Federal employee but must be approved and signed by the agency head or installation commander. If a person is nominated by your agency, who is employed by another federal agency, the nominator must obtain the

approval of the employing agency head prior to submission of the nomination.

## General Information

The winners will be awarded a certificate commemorating their achievement. All employees who are nominated by their agencies will receive either a Gold, Silver or Bronze award. *Group nominations are acceptable only for Heroism-Category VII.*

To provide uniformity and fairness, all nominations must be submitted on the **EIFC FM 2004 (Enclosure 1)**. *See below How To Prepare Your Nomination(s).*

You should consider now possible nominees from your agency for each award category (if appropriate). The winners will be recognized at the annual Awards Ceremony and Luncheon at **Martin's West in Baltimore on Friday, May 7, 2004.**

## How To Prepare Your Nomination(s)

You must use the blank award nomination form **EIFC FM 2004** in this booklet or you may find the forms on the FEB website. The forms may be completed on your PC but *we cannot accept them electronically.*

They must be Postal mailed or delivered by other means. Each nomination must be in an *Original and five (5) signed copies* and be accompanied by an agency cover memorandum. *The cover memorandum must list the nominee's Names and the Categories for which they are being nominated.*

## Where To Send

**Postal mailing/Delivery Address by 4 p.m.,  
Friday, January 10, 2004:**

**Baltimore Federal Executive Board  
Excellence In Federal Career Awards  
Suite G13, Fallon Federal Building  
31 Hopkins Plaza  
Baltimore, MD 21201**

## Questions/Clarification

**Telephone: (410) 962-4047**

**Email: [baltimore.feb@verizon.net](mailto:baltimore.feb@verizon.net)**

**(Do not Fax nominations — they must be postal  
Mailed or hand delivered to above Address.**

**Web Site: <http://www.baltimorefeb.gov>**



## Category VII Herosim

### Explanation

Any recognizable heroic act by an employee, Federal or retiree, either on or off the job, involving great personal risk or requiring outstanding courage or competency in an emergency. Examples of acts which might meet the criteria for such an award:

- Response to emergency situations in which an act of great personal risk was performed, such as:
  - Public property defended, civil disturbance
  - Lives are saved, rescues attempted, or
  - Any other similar act

### Nomination Instructions

Provide specifics relating to the severity of the situation. Those details that graphically describe the risk to the nominee of his/her life while performing the act are especially important.

## Category VIII Community Service

This award is given for outstanding contributions toward providing services and establishing rapport with Federal agencies, professional educational business, civic and veteran's organizations. An employee, Federal or retiree, recommended for an award for excellence in service to the public might have:

- a. Assisted any individual or group in solving an exceptionally complex or sensitive problem.
- b. Tactfully disposed of a problem presented by someone displaying a dissatisfied or hostile attitude, in a manner that satisfied the affected individual.
- c. Demonstrated high standards of workmanship in personal and telephone contacts with individuals or groups concerning the mission, functions or services of the agency.
- d. Rendered a service to a group outside the agency by an act or series of actions that facilitated cooperative relationships between the group and the affected agency, or facilitated cooperative relations between community groups not affiliated with the Federal Government.
- e. Voluntary services for outstanding contributions to the general public or the community through efforts not directly related to an employee's primary job. Contributions will be judged on the basis of value received by the general public. Normally, but not exclusively, most of the time will have been volunteered outside of work hours.

*For Example:*

- (1) An important contribution to the well-being of the community by either individual effort or work through an organization; evidence should be provided.
- (2) A substantial and continuing record of contributions to the well-being of the community participation in a variety of activities.

### Nomination Instructions

Describe the situation. Summarize the possible solutions and the reason(s) for the selection in solving a problem; if volunteer service, describe the service, time involved, etc. Recognitions received by other organizations should be noted. Benefits the community has realized or how the community is a better place as a result of the nominee's performance should be provided.

## Category IX Distinguished Public Service Career

### Explanation

The nominee must be a former Federal employee, either civilian or military; supervisory or non-supervisory, who retired from active service during the period October 1, 2001 through September 30, 2002 (FY 2003). The nominee shall have been most recently employed by a member agency of the Baltimore Federal Executive Board (Also see Page ii, Eligibility of Nominees).

### Nomination Instructions

Narrative should provide a convincing basis for selection of the nominee as the outstanding, recently retired, career employee in the Region and who distinguished themselves through their dedication to public service. Narrative should include, where appropriate, a listing of significant accomplishments, awards and honors (including those made by non-Federal entities for work done as a Federal employee), and must include duties performed, level of responsibility and reason(s) why the nominating agency believes the nominee to be exceptional. If the nominee possessed a unique capability(s), this should be mentioned. Unusual career assignments would be of interest but would not, of themselves, be the sole basis for selection.

The nomination should provide, as completely as possible, a picture of the **total** person.

Enclosures and supplemental material should not be submitted.

Agency Head signature may be substituted with the signature of the President of a retiree organization but only if that person has confirmed the career status with the individual's agency.

## Category X (a, b, or c) Rookie of the Year

- a. Professional
- b. Para-Professional
- c. Clerical or Trades & Crafts

### Explanation

The *three* Rookie award are given to recognize new employees hired within the federal service within the eighteen (18) month period July 1, 2002-December 31, 2003. They must have been hired or entered military active service during this time. "Service" includes any type of duty full-time or part-time if civilian or if military, the first duty assignment after basic training or boot camp.

### Nomination Instructions

Nominees may be employed in any professional, para-professional, clerical, or trades and crafts position. They must have demonstrated exceptional effort, commitment, cooperation, grasp of their duties and a desire to achieve beyond normal expectations. Nominations should contain comments on the following factors:

- Demonstrated competence and efficiency by outstanding accomplishments on the job.
- Displayed initiative, innovation, perseverance and leadership in the performance of duties.

*Note: Federal service means either Military or Civilian Service. Newly-hired employees may not have been in the Military prior to being hired as a Civilian employee.*

### Submission Checklist — All Categories

- ☐ Completed Employee Nomination Form Cover Page
- ☐ Required Signatures
- ☐ Completed Nomination — 3 Pages Max Using Form Provided w/Black Border
- ☐ Original + 5 Copies + Cover Letter

## Category Explanation & Nomination Instructions

This information is provided to assist the employing agency with selecting the award category that fits the individual employee. Information is guidance **only**; final category selection is up to the recommending agency. Awards are given in the following categories:

<i>Category I</i>	<b>Outstanding Supervisor</b> .....	1
	a. Grades 13 & Above .....	1
	b. Grades 12 & Below .....	1
	c. Trades & Crafts .....	1
<i>Category II</i>	<b>Outstanding Professional (Non-Supervisory)</b> .....	1
	a. Technical, Scientific & Program Support .....	1
	b. Administrative, Management & Specialist .....	1
<i>Category III</i>	<b>Outstanding Para-Professional (Non-Supervisory)</b> .....	2
	a. Technical, Scientific & Program Support .....	2
	b. Administrative, Management & Specialist .....	2
<i>Category IV</i>	<b>Outstanding Clerical</b> .....	2
<i>Category V</i>	<b>Outstanding Trades &amp; Crafts</b> .....	2
<i>Category VI</i>	<b>Equal Employment Opportunity Service</b> .....	2
<i>Category VII</i>	<b>*Heroism</b> .....	3
<i>Category VIII</i>	<b>*Community Service</b> .....	3
<i>Category IX</i>	<b>**Distinguished Public Service Career</b> .....	3
<i>Category X</i>	<b>Rookie of the Year</b> .....	4
	a. Professional .....	4
	b. Para-Professional .....	4
	c. Clerical or Trades & Crafts .....	4

\*Retirees may be nominated for these categories.   \*\*Retirees only.



## IMPORTANT GUIDANCE & OBSERVATIONS FROM PREVIOUS YEARS

1. There are sixteen (16) awards categories. There are 3 within Category I (Ia, Ib, and Ic); 2 within Category II (IIa and IIb); 2 within Category III (IIIa and IIIb) and 3 within Category X (Xa, Xb, and Xc). The remaining are all single categories (IV, V, VI, VII, VIII, and IX).
2. Only one (1) employee may be nominated per award category.
3. Category II and III nominations are Non-Supervisory only.
4. Category I is for supervisors only.
5. Nomination Instructions are the same for Categories I, II, III, IV, V, and VI. The nominator's justification must *detail* the following factors (*See Page I*):
  - a. *Job Competence (Superior Performance and Impact)*
  - b. *Recognition*
  - c. *Efforts towards Self-Development*
  - d. *Other*
6. Nomination instructions vary for the other award categories (VII, VIII, IX and X).
7. The *nominator's justification statement* must detail the above factors and be clearly written with a *minimum of acronyms*. You may know what the acronyms mean but the screening committee may not. Do not overuse technical terms.
8. A *MINIMUM* of two pages will be required to adequately justify the award nomination. One page or less justification statements will not be accepted.
9. Don't forget to *List each Nomination with the Name of the Nominee and his/her Award Category directly on the Cover Letter or Memorandum* and review the Submission Checklist. The Cover Letter or Memorandum is used to track the award submissions.
10. **FORM TO USE:** It is desirable to reproduce the forms in the booklet or use the online form when posted to the website. You may, however, "create" a new form so long as it is basically the same as the one in the booklet (measurements). Please use 12 Pitch in Arial or Times New Roman Font. The Nominators Statement Heading should be the same as in the booklet. The black borders may be omitted.

# Baltimore Federal Executive Board Excellence in Federal Career Awards 2004

Due in FEB Office  
January 10, 2004

Date Submitted to FEB Office

## Employee Award Nomination Form (Not to Exceed 3 Typed Pages)

Category Number (see page iii, "Category  
Explanation & Nomination Instructions")  
Identify Sub-category (e.g. 1a, 1b, or 1c)

Category Title (Must match Category No.

Employee's Name

Employee's Job Title

Employee's Agency

Agency's Complete Mailing Address

Agency Awards Coordinator

Telephone and Email for Awards Coordinator

Employee's Grade  
(GS/GM/WG/PS/Military)  
Must match category

Years of Federal  
Service

Period of Service for Which  
Award is Recommended

### Check List

- Completed Nomination Cover Form
- Completed Nomination on Form Provided  
(including black border)
- All Required Signatures
- Does not exceed 3 pages
- Submit Original + 5 copies with:
  - Signed Agency Cover
  - Memorandum with Names & Categories Listed.

### Nominator's:

Name

Signature

Phone ( )

Email

### Nominee's Agency Head/Chief Executive or Designee:

Name

Signature

# **Excellence in Federal Career 2004**

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Category Number

## **Nominator's Statement**

*EIFC-Nominator's Statement (continued) – 2004*

---

Employee's Name

---

Category Number



## Category I (a, b, or c) Outstanding Supervisor

- a. Grades 13 & Above
- b. Grades 12 & Below
- c. Trades & Crafts

### Explanation

There are three awards for supervisors in this category. Supervisors should be nominated for the award which corresponds to their grade level—Grades 13 & Above, Grades 12 & Below, and Trades and Crafts.

### Nomination Instructions For All Categories

#### a. Job Competence:

##### 1. *Superior Performance.*

Describe only such accomplishments or sustained quality of performance which are clearly beyond normal job expectations. Also, describe the manner and extent to which normal job expectations are exceeded. Examples of unusual amounts of work completed, exceptional quality, demonstration of extraordinary resourcefulness, imagination or ingenuity should be provided where relevant. The granting of an outstanding award under the Incentive Awards Program is not a pre-requisite for nomination.

##### 2. *Impact.*

Specify whether, how, and to what extent performance described in (a) has a direct impact on nominee's own job assignment or on other activities in your local organization, on work of your agency beyond the local area, on the operations of other Government agencies, or on the community at large. Provide quantitative data if possible, e.g., number of people affected, number of dollars saved, duration of impact, etc.

#### b. Recognition:

Describe all forms of recognition accorded the nominee in any form but particularly in relation to his/her job assignment. Include under this term any special awards, commendations, or other recognition for intentions, suggestions, special acts, sustained superior performance, recognition in the form of significant committee assignments, election to office, honorary membership, etc. It is not necessary that examples of recognition be limited only to the past year. Please specify, therefore, the timing of any items described in this section. Recognitions should be identified either as "job related" or "other." If possible, when membership of an organization is shown, it would be helpful if some of the duties connected with that membership were specified.

#### c. Efforts Towards Self-Development

Describe activities the nominee has pursued on his/her own initiative, on his/her own time, and while employed full-time in the Federal Government.

#### d. Other

Describe or list any additional job-related activities or information which you feel should be considered that have been covered elsewhere in the nomination.

## Category II (a or b) Outstanding Professional (Non-Supervisory)

- a. Technical, Scientific & Program Support
- b. Administrative, Management & Specialist  
(Generally Grades GS-5 and Above)

### Explanation

Employees categorized as professional are those NON-SUPERVISORY employees whose occupations are identified in the professional series under the General Schedule.

#### a. Technical, Scientific & Program Support:

*Example:* A recipient may be an engineer, health professional or scientist, etc., engaged in research, development or production, who, in the course of his/her work has made an outstanding technological contribution in a scientific or technical field or who has significantly enhanced understanding in a specific discipline. Other examples include but are not restricted to social workers, accountants, auditors, architects, and mathematicians.

#### b. Administrative, Management & Specialist:

The employee typically advises on or performs work in a program, business, fiscal management, or operations area. The work performed is based upon the established principles of a profession or science and requires professional or technical training equivalent to that represented by graduation from a college or university of recognized standing. Professional/administrative work is generally creative, analytical, evaluative and interpretive and there is applied, in all instances, a range and depth of knowledge and judgment that can be acquired only through a thorough familiarity with all the theories and assumptions of the particular profession or administrative field. Examples include, but are not restricted to, criminal investigators, artist specialists/illustrators, labor relations, budget analysts, and transportation specialists.

### Nomination Instructions

Refer to Nomination Instructions, Category I.

## **Category III (a or b) Outstanding Para-Professional (Non-Supervisory)**

- a. Technical, Scientific & Program Support
- b. Administrative, Management & Specialist  
(Generally Grades GS-04 and Above)

### **Explanation**

Employees categorized as para-professional are those NON-SUPERVISORY employees whose occupations are identified in the professional series under the General Schedule.

#### **a. Technical, Scientific & Program Support:**

NON-SUPERVISORY employees, categorized as a technician, typically perform a variety of work relating to the area of specialization that requires the application of a considerable number of different basic but established methods, procedures, and techniques. Assignments usually involve independent responsibility for planning and conduct of work which is a complete conventional project of relatively limited scope or a portion of a larger and more diverse project.

#### **b. Administrative, Management & Specialist:**

NON-SUPERVISORY employees categorized as administrative are those employees whose occupations are identified as an advisor, assistant, or representative of management or specialist in a management or general business function of supporting services. These employees' primary duties may consist of performing work that significantly affects the formulation or execution of management policies or programs; or involves general management or business functions or supporting services of substantial importance to the organization services; or involves substantial participation in the executive or administrative functions of a management official.

### **Nomination Instructions**

Refer to Nomination Instructions, under Category I.

## **Category IV Outstanding Clerical**

### **Explanation**

Employees in this category include clerks, clerk-typists, clerk-stenographers, secretaries and other performing work of a clerical nature.

### **Nomination Instructions**

Refer to Nomination Instructions, under Category I.

## **Category V Outstanding Trades or Crafts Employee**

### **Explanation**

Employees in recognized trades or crafts or other skilled mechanical crafts, or in unskilled, semi-skilled manual-labor occupations. Foremen and supervisors in positions having a trade, craft or laboring experience and knowledge as the paramount requirement should be nominated in Category I rather than Category V.

### **Nomination Instructions**

Refer to Nomination Instructions, under Category I.

## **Category VI Equal Employment Opportunity Service**

### **Explanation**

The award is given to the individual whose contribution has the most far-reaching, positive effect on the Federal EEO Program (including all Special Emphasis Programs). Recognition is also appropriate for those persons who exhibit outstanding performance in the EEO area. Significant contributions include, but are not limited to:

- a. Increasing the effectiveness of an agency EEO Program through outstanding performance.
- b. Increasing understanding and acceptance of the agency principles of EEO.
- c. Developing and/or implementing a project to enhance the principles of EEO.
- d. Bringing the community and agency together the achievement of EEO as a common goal.
- e. Providing counsel and/or guidance which converted an adverse situation to a positive one.
- f. Demonstrating sensitivity to the needs of the listed categories, this might be shown in the areas of recruitment, hiring, training and awards.
- g. Motivating employees through direct encouragement and assistance to develop their full potential and utilization of their skills to the maximum extent.

Contribution/services should be described so as to specify its impact on the agency EEO Program.

### **Nomination Instructions**

Refer to Nomination Instructions, under Category I. This category is not for EEO Counselors.

*EIFC-Nominator's Statement (continued) – 2004*

---

Employee's Name

---

Category Number